

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** COORDINATOR MARINE PROJECTS

**Date:** Aug 28, 1998

**Position Level:** 8

**FLSA Status:** Nonexempt

**Class Code:** 8-24

Unknown

Deleted: 1131

### GENERAL DESCRIPTION

Responsible for the removal of derelict vessels from the nearshore waters of the Florida Keys, maintenance of all County maintained channel markers throughout the Keys as well as the installation of all new markers, and the installation and maintenance of all boating restricted area signage and buoys for the Keys.

### KEY RESPONSIBILITIES

1. Apply for grant funding to implement marine projects.\*
2. Maintain and develop all records for all phases of office operations.\*
3. Organize the removal of derelict vessels County wide.\*
4. Organize the maintenance of all County owned channel markers.\*
5. Organize the installation of all new channel markers County wide.\*
6. Maintain all boating restricted area signage and buoys County owned, County wide.\*
7. Organize the installation of all new boating restricted area signage/buoys County owned county wide.\*
8. Oversee all marine projects from beginning to end.\*
9. Prepare grant close out documentation for reimbursement purposes.\*
10. Act as sole clerical support staff for the office.\*

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> COORD, MARINE PROJECTS	<b>Class Code:</b> 8-24	<b>Position Level:</b> 8
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	1 to 2 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Experience working with Grants is helpful.

<b>APPROVALS</b>	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_